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DMTF Conformance Program Formation Process

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Notice

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DSP5000

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56 **1 Conformance Program Formation**

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58 This document describes the formation requirements for a Conformance
59 Program. The following steps are required to gain final approval from the DMTF
60 Board of Directors.

61 **1.1 Conformance Program Proposal**

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63 A proposal to form a Conformance Program must be submitted in writing to
64 the Chair of the Interoperability Committee. Proposals may be submitted by
65 any member of the Interoperability Committee. The Interoperability
66 Committee Chair then hosts a discussion with the Interoperability
67 Committee. The goals of the discussion are to determine if the
68 Conformance Program Proposal aligns with the strategy and focus of the
69 DMTF, what existing Conformance Programs are available in the industry,
70 whether cooperative relationships with standards outside the DMTF might
71 be necessary, and so on. The Interoperability Committee must strive to
72 come to a consensus that the proposal has defined benefits for the DMTF
73 members, but failing achievement of a consensus, a formal ballot to accept
74 the proposal should be held and must pass with 75% or better approval and
75 shall proceed to identify an interim sponsor, after which time the Chair will
76 forward the Conformance Program Formation Proposal request to the
77 Board of Directors for the approval addition of an Interim Conformance
78 Program.

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80 **1.2 Conformance Program Sponsor Identification**

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82 After the proposal for the Interim Conformance Program is approved by the
83 Board of Directors, an announcement is sent to all DMTF Voting Member
84 companies by the Interoperability Committee Chair soliciting interested
85 participants to attend one or more teleconferences or face-to-face
86 meetings. The purpose of these meetings is to identify a Sponsor for the
87 Conformance Program. A Conformance Program Sponsor must be a
88 Forum or Subcommittee of the Interoperability Committee.

89

90 If an existing DMTF Forum or Subcommittee of the Interoperability
91 Committee agrees to become the Conformance Program Sponsor, it will act
92 as the interim Program Sponsor for the Conformance Program Formation.

93

94 If the Interoperability Committee Chair and interested participants cannot
95 reach a sponsorship agreement with an existing Forum or Subcommittee of
96 the Interoperability Committee, then the Interoperability Committee Chair
97 and interested participants will act as the interim Program Sponsor and the
98 Conformance Program Formation activity must include the proposal and

99 creation of a new DMTF Forum or Subcommittee per DMTF processes
100 defined in DSP4002.

101

102 The interim Program Sponsor shall lead the formation process for the
103 Conformance Program.

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106 **1.3** Conformance Program Formation

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108 After the interim Program Sponsor has been identified, all interested
109 individuals and the interim Program Sponsor will meet to discuss goals,
110 create the required conformance program documents (see 1.3.1 below),
111 and formulate a timeline. An interim internal subgroup page may be created
112 on the DMTF web site under the Interoperability Committee member area at
113 this point to facilitate discussion and coordinate meetings. The Chair of the
114 Interoperability Committee is responsible to the interim Program Sponsor
115 for providing insight and observations about the DMTF, any requested help
116 in anticipating Committee, Subcommittee, Forum and/or Board questions
117 and responses, and answers to procedural questions.

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119 **1.3.1** Conformance Program Deliverables

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121 The following deliverables are required for final Board of Directors
122 approval of a Conformance Program. For convenience, templates and
123 descriptions for items 1, 2, and 3 of the below deliverables are available in
124 the Conformance Subcommittee Conformance Program “Conformance
125 Templates” documents folder.

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1. Conformance Program Checklist
2. Conformance Program Goals and Objectives
3. Conformance Program Policies and Procedures
4. Charter for new DMTF Forum or Subcommittee as Program Sponsor
(if needed per section 1.2 above)

133 **1.4** Conformance Program Submission for Approval

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When all Conformance Program Deliverables have been completed, the interim Program Sponsor will submit the required documents to the Interoperability Committee Chair. The Interoperability Committee Chair then verifies the submitted information contains all the required documents. If no issues exist, the documents are sent to the Interoperability Committee for an informational ballot soliciting feedback on the proposal following the normal ballot process. No binding vote need be held. Issues with the Conformance

142 Program documents should be raised in the informational ballot and then
 143 worked to closure. Once the issues raised are closed or the submitter cannot
 144 further reconcile resolutions to issues raised, the proposal goes to the Board
 145 for final approval.
 146

147 **2 Final Program Approval**

148 After Board of Directors approval of the Conformance Program, the
 149 Interoperability Committee Chair will send a second announcement to all DMTF
 150 members indicating the formation of the new Conformance Program. The
 151 Program Sponsor may then schedule and conduct official Conformance Program
 152 business.

153 **Appendix A – Change History**

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Version 0.3	August 2008	Initial document creation
Version 0.5	September 2008	Sub-Committee review
Version 1.0.0a	September 2008	Sub-Committee version for ballot in the Conformance Sub-Committee
Version 1.0.0b	September	Interoperability Committee review
	October 27, 2008	Process Committee DSP Request and review
Version 1.0.0c	October 28, 2008	Conformance Subcommittee edits
Version 1.0.0d	November 11, 2008	Conformance Sub Committee edits as approved at the committee level
Version 1.0.0d-redline	December 1, 2008	Edits as approved at the interoperability level based on recent ballot feedback
Version 1.0.0e	December 1, 2008	Clean version for ballot at the interoperability committee level

155 **Appendix B – Acknowledgements**

156 The authors wish to acknowledge the following members:

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